

**Project Name: Howard W. Peak Greenway Trails System**

**Pre-Submittal Date: November 12, 2013**

**SBEDA Affirmative Procurement Initiative: SBE Prime Contract 10 pts, M/WBE Prime Contract 10 pts & SBE Subcontracting 26%**

**I. Small Business Enterprise (SBE) Prime Contract Program**

- SBE prime respondents certified with the South Central Texas Regional Certification Agency and headquartered or having Significant Business Presence in the San Antonio Metropolitan Statistical Area (SAMSA) *for at least one year* proposing at least 51% SBE utilization are eligible to receive **ten (10)** SBEDA evaluation preference points
- No evaluation criteria percentage points will be awarded to non-Small, Minority/Women–Owned Business Enterprises (non-S/M/WBE) prime respondents by subcontracting to certified SBE firms

**II. Minority and/or Women-Owned Business Enterprises (M/WBE) Prime Contract Program**

- M/WBE prime respondents certified with the South Central Texas Regional Certification Agency and headquartered or having Significant Business Presence in the San Antonio Metropolitan Statistical Area proposing at least 51% M/WBE utilization are eligible to receive **ten (10)** SBEDA evaluation preference points.
- No evaluation criteria percentage points will be awarded to non-Small, Minority/Women–Owned Business Enterprises (non-S/M/WBE) prime respondents by subcontracting to certified S/M/WBE firms
- **Certified M/WBE prime respondents must also be certified as SBEs to receive evaluation preference points**

**III. Small Business Enterprise (SBE) Subcontracting Program**

- **26%** of the total contract value must be subcontracted to certified SBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- Respondents must demonstrate their intent to accomplish this requirement by submitting the appropriate documentation with their response (**Subcontractor/Supplier Utilization Commitment Form**)
- Failure of a respondent to submit the Subcontractor/Supplier Utilization Commitment Form or meet the subcontracting requirement will deem its response nonresponsive
- Selected firm will be required to complete and submit **Subcontractor/Supplier Utilization Plan Form** once final negotiations are complete
- **SBE Prime participation does NOT count towards the SBE subcontracting goal**

**IV. Eligibility Criteria**

- Eligibility Certification:
  - SBE
  - SBE and M/WBE (AABE/ABE/HABE/NABE/WBE)
  - Certified through the South Central Texas Regional Certification Agency (SCTRCA)
  - Perform a commercially-useful function
  - Headquartered or demonstrate “significant business presence” (20% of total company employees) regularly based in the SAMSA (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for at least one year
  - Submit a completed Subcontractor/Supplier Utilization Commitment Form

SBEDA staff can assist with priority certification (if eligible) while the solicitation is open. For additional information contact Shuchi Nagpal at (210) 207-0071 [Shuchi.Nagpal@sanantonio.gov](mailto:Shuchi.Nagpal@sanantonio.gov)

**V. Exceptions & Waivers**

- Respondent may request, for good cause, an Exception to the application of the SBEDA Program by submitting the *Exception to SBEDA Program Requirements Request* form **with** the solicitation response
  - Form available at <http://www.sanantonio.gov/SBO/Forms.aspx>
  - Exception request must fully document why:
    - ◆ Value of contract is below \$50,000;
    - ◆ No commercially-useful subcontracting opportunities exist; or
    - ◆ Type of contract is outside scope of the SBEDA Ordinance
- A full or partial waiver of a specified subcontracting goal may be requested, for good cause, by submitting the *Respondent/ Vendor Subcontracting Waiver Request* form **after the contract is awarded**
  - Form is available at <http://www.sanantonio.gov/SBO/Forms.aspx>
  - Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the goal

**Project Name: Howard W. Peak Greenway Trails System**

**Pre-Submittal Date: November 12, 2013**

**SBEDA Affirmative Procurement Initiative: SBE Prime Contract 10 pts, M/WBE Prime Contract 10 pts & SBE Subcontracting 26%**

- Please refer to the Good Faith Effort Tips Sheet for SBEDA waiver for additional information on how to complete a *Respondent/Vendor Subcontracting Waiver*  
<http://www.sanantonio.gov/Portals/0/Files/SBO/Forms/GFETips07232013FinalVersion.pdf>

**VI. Certified Vendor Information**

- The City of San Antonio has a new and improved vendor search function. Please visit the COSA Vendor Listing at <http://sanantonio.gov/purchasing/vendorlisting.aspx> to view or download a listing of certified and non-certified vendors registered with the City. For technical assistance with the listing please call (210) 207-0071

**VII. Central Vendor Registry (CVR) /San Antonio eProcurement System (SAePS)**

- All contractors/consultants & their sub-contractors/ sub-consultants and suppliers wishing to do business with the City must first register in the CVR/ SAePS
- To begin the registration process, please go to <http://www.sanantonio.gov/purchasing/SAePS.aspx>
- For technical assistance please call (210) 207-0118

**VIII. SBDC Procurement Technical Assistance Center (PTAC)**

- The University of Texas at San Antonio Small Business Development Center (SBDC) Procurement Technical Assistance Center (PTAC) is a specialty center of the South-West Texas Border SBDC Network. The SBDC PTAC provides assistance to small, minority and/or woman-owned business enterprises to expand their business into federal, state, regional, county, and local markets with government agencies, and military installations. PTAC staff provides advising, training and networking opportunities through specialized classes, monthly networking meetings, matchmaking events, and one-on-one assistance.
- For assistance with bid and proposal preparation, call (210) 458-2458 or email [ptac@utsa.edu](mailto:ptac@utsa.edu) to make an appointment with a business advisor.